

EL75-3  
8 Jul 75

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and  
Technology  
Chairman, Senior Executive Career  
Service Panel

SUBJECT : Annual Personnel Plan and Personnel  
Development Program for Fiscal  
Year 1976

REFERENCES : (a) Memo from DCI dtd 11 Jun 74, subj:  
Personnel Management and Evalu-  
ation System  
(b) Memo from DCI dtd 16 Sep 74, subj:  
Personnel Development Program -  
FY 1975

1. Your submissions of the Annual Personnel Plan and Part I of the Personnel Development Program for Fiscal Year 1976 will mark the third year since our initial experimental attempt to plan and evaluate the effectiveness of our management efforts in these areas. This past experience will provide a stable base for establishing your FY 76 goals and innovations to meet the varying personnel management problems of your Career Services. Part II of the FY 75 PDP, Developmental Profiles, was scheduled to be completed 30 June 1975 and until all submissions are received and reviewed, Part II of the FY 76 PDP will be held in abeyance.

2. The FY 76 Annual Personnel Plan requires essentially the same planning and information as the FY 75 APP. Where applicable, the charts have been structured to accommodate implementation of the Single Ceiling, and all goals will be developed for a 15 month period to include the transition period to Fiscal Year 1977. Several charts call for PDP data where those plans have impact on APP goals or achievements.

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3. The APP and PDP mechanisms are essential to insure Career Services exercise their decentralized responsibilities for personnel management and development in terms of objectives and plans which are compatible with Agency goals. Both reports must have the attention of your responsible managers in order to present the real thrust of your intent in managing your personnel resources. They would be useless as the product of a staff statistical exercise alone.

4. Formats for both the Annual Personnel Plan and Part I of the Personnel Development Program for FY 76 are attached. The completed APP is due to the Director of Personnel on 15 September. The completed PDP is not due to the Director of Personnel until 17 October, however, it is being issued in conjunction with the APP so the PDP planning requisite to preparation of the APP reports can be completed for that purpose.

5. I ask again that you enlist the active participation of your senior managers in the preparation of the APP and PDP to insure that the FY 76 reports reflect a valid picture of the personnel needs and goals of your Career Services.

15/  
W. E. Colby  
Director

Attachments:  
As Stated

ORIGINATOR:

(Signed) F. W. M. Janney

Director of Personnel

8 JUL 1975

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